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8 FEB 1972

MEMORANDUM FOR: Director of Personnel

SUBJECT : Proposed Revision to the Position Control Register

1. As you requested, the SP Junior Advisory Panel has reviewed the revised Position Control Register (PCR) proposed by the Support Information Processing System (SIPS) Task Force. Although the proposed PCR would contain more useful information than the present PCR, we do not see it as a more effective management tool because, as a rule, the more information included in a personnel report the more selective the distribution becomes. By attempting to include almost all possible position and incumbent data on a single document, the revised report serves neither as an effective position nor employee listing. In its place, we recommend a shortened position-oriented PCR and an expanded employee-oriented Personnel Status Report (PSR).

2. As we see it, the PCR should provide line managers and personnel officers with comprehensive position data, but only basic information on incumbents. Too often the wealth of sensitive biographic information included on the PCR has served to restrict dissemination of the PCR to lower and middle level managers, thus discouraging any semblance of position control below the office or division level. Even senior managers and personnel officers who routinely use the current PCR for position management purposes do not find it necessary to study the biographic data. In short, including biographic data on the PCR is not only unnecessary for position control but also thwarts it.

3. For the most part, career services, offices, and personnel officers use the current PSR as one of their primary sources of employee biographic information since it contains a substantial amount of pertinent data in one source. Although the PSR cannot eliminate all specialized employee listings, such as date of grade or date of retirement eligibility, it can by inclusion of additional personnel information become a single, timely source currently required for effective personnel administration.

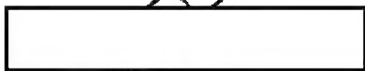
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4. The attached spread sheet summarizes information contained on the present PCR, the proposed SIPS PCR, the proposed SPJAP PCR, the present PSR, and the proposed SPJAP PSR. While we have basically endorsed the SIPS Task Force's recommendations in the area of position control, we have shifted most employee data, whether current or proposed, to a revised PSR. We believe that our recommendation-- a shortened PCR and an expanded PSR --will provide the vehicle for properly presenting and using both position and employee data. If this is accomplished we will have made a significant impact on the Agency's utilization of human resources at little or no additional cost.

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Chairman
SP Junior Advisory Panel

Attachment

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